



**TOWN OF FITZWILLIAM  
PLANNING BOARD**  
P.O. BOX 725  
FITZWILLIAM, NH 03447  
(603) 585-9119 Fax: (603) 585-7744  
Email: fitzlanduse@fitzwilliam-nh.gov

**Application for Site Plan Review**

**Minor Site Plan** (Multi-Family/Home Business)

**Major Site Plan**

**Date Received** \_\_\_\_\_ **Fees Received** \_\_\_\_\_

1. Name of Applicant/Owner \_\_\_\_\_

2. Mailing Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

3. Name of Owner's Authorized Agent \_\_\_\_\_ Phone \_\_\_\_\_

4. Email Contact: \_\_\_\_\_

5. Location of Subject Property \_\_\_\_\_

6. Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Land Use District \_\_\_\_\_

7. Attach a detailed description of the purpose of the project and nature of work to be undertaken.

8. Does this proposal conform to the land use ordinance? \_\_\_\_\_ If no, explain \_\_\_\_\_

9. Are other town, state or federal permits/approvals required? \_\_\_\_\_ If yes, describe \_\_\_\_\_

10. Estimated start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

11. Estimated cost of construction/improvements \_\_\_\_\_

**This application must be accompanied by 1) a complete site plan as specified in the site plan regulations, 2) completed checklist, 3) list of names and mailing addresses for all abutters, 4) all application fees and notice costs - checks payable to the Town of Fitzwilliam.**

The undersigned hereby requests Site Plan Review approval for the above referenced project from the Planning Board. I understand that prior to formal review, the Planning Board will first review this application and supporting materials for completeness and that if found to be incomplete, the application will not be processed. In making this application, I also understand that any special engineering costs incurred as a result of the review of this site plan must be paid by the applicant prior to final action by the Board. I further agree to grant the Town of Fitzwilliam and its agents' permission to enter upon the property for the purposes of inspection regarding this application.

\_\_\_\_\_  
Signature of Owner Date

\_\_\_\_\_  
Signature of Owner's Agent Date

## Application Submission Checklist

**NOTE:** This checklist is for purposes of administrative efficiency. It does not take the place of the comprehensive requirements of the Site Plan Review Regulations. The items in this checklist are considered to be the minimum required for Planning Board review. The Board reserves the right to request additional information if deemed necessary to make an informed decision.

Required	§ 219-4. Submission Requirements.	Submitted		Waiver Requested
		YES	NO	
	1. A Completed Application Form			
	2. List of current names and addresses of all abutters within 200 feet of the property line, including those across a street or stream.			
	3. Site Plan, meeting the following specifications:			
	a. Sheet size: twenty-two by thirty-four (22 x 34) inches maximum.			
	b. Scale: not less than one (1) inch equals sixty (60) feet.			
	c. Match lines when needed.			
	d. Six (6) prints of each plan sheet (blue or black line).			
	e. Date, title, scale, North arrow and location map.			
	4. Name and address of developer, designer/engineer, name of project, owner of record and signature.			
	5. Topographical plan with contour lines at two-foot vertical intervals; bench mark from United States Geological Survey Datum.			
	6. All easements shall be shown.			
	7. Sketch of site showing existing, natural features, watercourses and water bodies, trees and other vegetation, topographical features and any other features which should be considered in the site design process.			
	8. Plan of all buildings, with their type, size, location (setbacks) and elevation of first floor slab indicated (assume permanent on site elevation).			
	9. An elevation view of all buildings indicating their height bulk and surface treatment.			
	10. Off-street parking and loading spaces with a layout of the parking indicated.			
	11. The location, width, curbing and type of accessways and egressways, plus streets, within and around the proposed site.			
	12. The size and proposed location of water supply and sewage facilities and provision for future expansion sewage and water facilities and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of two hundred (200) feet.			

Required	Submission Requirements	Submitted		Waiver Requested
		YES	NO	
	13. The type and location of solid waste disposal facilities.			
	14. The location, elevation and layout of catch basins and other surface drainage features.			
	15. Existing and proposed contours and finished grade elevations; all contours shall be a minimum of two.-foot intervals.			
	16. The type, extent and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained.			
	17. The location, size, and design of proposed signs and other advertising or instructional devices.			
	18. The size and location of all public service connections: gas, power, telephone, fire alarm, overhead or underground.			
	19. The location and type of lighting for all outdoor facilities.			
	20. Lines of all existing and adjoining streets.			
	21. Surveyed property lines showing their deflection angles, distances, radius, lengths of arcs and control angles along property lines and monument locations, and names of all abutters within two hundred (200) feet.			
	22. If a subdivision, then lines and names of all proposed streets, lanes, ways or easements intended to be dedicated for public use; all subdivision regulations shall apply.			
	23. Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development for site review.			